



City of Gaithersburg  
**SummerFest**

**Lawn Party & Fireworks**

**Saturday, July 1, 2017**

**5 p.m. to 11:30 p.m.**

**Bohrer Park at Summit Hall Farm**

**506 S. Frederick Avenue, Gaithersburg, MD**

**FOOD VENDOR CONTACT INFORMATION:**

**Jennie Cottrell – [jennie.cottrell@gaithersburgmd.gov](mailto:jennie.cottrell@gaithersburgmd.gov); 240-805-1507**

**FOOD VENDOR FACT SHEET**

*Please keep pages 1 – 3 for your reference*

**EVENT DESCRIPTION**

The City of Gaithersburg **SummerFest** will draw an entire community to the grounds of Bohrer Park and the surrounding vicinity. Be part of the celebration as one of our select food vendors. This one-day event is scheduled for Saturday, July 1, and will include live entertainment, food, beer tastings, a car show, family fun activity areas for all ages and interests, and of course, fireworks. The festival is from 5:00 p.m. until 9:15 p.m., followed by fireworks. After the fireworks, our SummerGlo Party will light up the night until 11:30 p.m. **A small number of food vendors will be needed for the SummerGlo party.**

**APPLICATION & NOTIFICATION PROCESS**

The application **due date is May 29, 2017**. ***All required materials must be submitted in order for your application to be considered.*** You will receive a confirmation e-mail upon receipt of your application. After the deadline has passed, applications will be reviewed and vendors will be selected and notified. *Applicants providing a credit card number will only be charged upon acceptance into the Festival.* ***Applicants who have paid by check and are not accepted will receive a full refund.***

Applications received after the deadline will only be considered if space is still available. No applications will be accepted after June 14. Accepted food vendors are required to apply for a temporary food service permit from the Montgomery County Health and Human Services Department at least two weeks before the event; a health inspection will occur onsite. Festival arrival information will be emailed approximately two weeks prior to the event.

**VENDOR FEES** Resident rates apply only to those individuals who reside or whose businesses are located within the corporate City tax limits of Gaithersburg. A Gaithersburg mailing address does not necessarily mean the address is within the corporate City tax limits.

**RAIN POLICY/CANCELLATION/REFUND** **This is an outdoor event.** If the City cancels the entire event due to public safety concerns, a refund will be given. Otherwise, there will be **no refunds after 6/16/2017**. Refunds are subject to specific guidelines and a processing fee.

## FOOD VENDOR FACT SHEET (cont.)

### FESTIVAL REGULATIONS

- All vendors are required to arrive, set-up and break down at the times designated in the load-in information.
- No food items or drinks may be sold by any vendor except for Festival-approved food vendors pre-authorized by the Montgomery County Health Department.
- Unauthorized alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, weapons (real or facsimile), and smoking and/or vaping are prohibited on Festival grounds.
- **Use of polystyrene (Styrofoam™) products is not permitted in Gaithersburg. Please use paper products or another “green” option for service.**
- City staff members reserve the right to have vendors remove unacceptable or inappropriate items, and to relocate or remove any vendor who does not comply with the Festival regulations, is uncooperative with event staff, or is disruptive to the Festival. Disruption is defined as disturbing other vendors, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
- City staff members reserve the right to deem a vendor ineligible for participation in future events based on late arrival, early departure, no shows, and inappropriate or uncooperative behavior.

### ARRIVAL / BREAK DOWN

Arrival information will be emailed to you two weeks before the Festival. **You will be assigned an arrival time between 1 and 3 p.m.** Vendors (other than food trucks) must **unload, move cars to assigned parking, and then return to set up.** Parking will be within walking distance of your booth. (We suggest that you bring someone to stay with your equipment while you move your vehicle.) Event staff will not be available to assist with unloading or break down. **Vendors are responsible for their own trash, cooking oil and wastewater disposal. Vendors who do not adhere to this regulation will be subject to a fine.** Food service should cease at 9:15 p.m.; vendors must wait until after the fireworks and after the crowd clears the area before they may depart. Vendors who have been invited to stay for the SummerGlo party should cease service at 9:15 p.m. and may resume when the fireworks are over.

### VENDOR SPACE

All food vendor spaces are 20' wide x 10' deep. Vendors must provide and are responsible for their own equipment (canopy, tables and chairs, generator, fire extinguisher) and must stay within their assigned space.

### PARKING

**Only one vehicle per vendor will receive a pass to enter the Festival area.** Not all parking will be within sight of booth locations. Please contact **Jennie Cottrell ([jennie.cottrell@gaithersburgmd.gov](mailto:jennie.cottrell@gaithersburgmd.gov))** if you need passes for any other vehicle to enter the Festival area for unloading. **Vendor vehicles will not be allowed to re-enter the Festival area until the police have deemed it safe.**

### TRASH / ELECTRICITY / WATER

There will be **no electricity or water available.** Vendors are responsible for their own trash, cooking oil and waste water removal. Vendors providing their own generators are required to bring barricades, cones, caution tape or rope to block them off for safety. **Vendors who do not adhere to this regulation will be subject to a fine and may be prohibited from future participation.**

### SALES TAX

Food Vendor names will be submitted to the Maryland State Comptroller's Office; if you do not have one, a temporary Tax ID # will be automatically assigned to you if you are required to file sales taxes.

### PHOTOS

Photographs submitted with application may be used to promote current and future Gaithersburg Festivals.

## **CITY RESOLUTION # R-73-05**

### **RESOLUTION OF THE MAYOR AND CITY COUNCIL AMENDING R-30-92, THE POLICY SETTING FORTH STANDARDS FOR EXHIBITORS, VENDORS, ENTERTAINERS, AND SOLICITORS AT CITY- SPONSORED EVENTS**

WHEREAS, the City of Gaithersburg sponsors a myriad of special programs, festivals, and events throughout the year which are well attended by citizens of all ages;

and

WHEREAS, exhibitors, vendors, entertainers and solicitors are invited to participate in these community functions;

and

WHEREAS, these events are held on public property and/or within and along public ways necessitating the closing of streets and specific areas to ensure that all events will be carried out in a manner which protects the public health, safety and welfare of visitors thereto;

and

WHEREAS, the City of Gaithersburg established a standardized policy, as directed by Resolution No. R-30-92, for exhibitors, vendors, entertainers and solicitors to participate on the premises of City-sponsored events;

and

WHEREAS, the standardized policy was established to ensure peaceful assembly, to protect persons and property, to exercise efficient control of crowds and to offer equitable and uniform treatment of exhibitors, vendors, entertainers and solicitors;

and

WHEREAS, the Mayor and City Council have determined that it is in the best interest of the community that amendments to the policy be made from time to time in order to improve the quality of the City's special programs, festivals and events: NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that amendments be made to Resolution No. R-30-02, establishing a standardized policy for each exhibitor, vendor, entertainer and solicitor, participating in a City-sponsored event be and they hereby are as follows:

1. The City will not permit any person or organization to solicit and/or distribute information or goods or offer food, goods or services for sale or entertain within any public right-of-way or public property associated with a City-sponsored event unless a completed application to participate in the specific event has been filed with the City of Gaithersburg and approved by the City Manager or his designee.
2. The City will accept applications prior to the application deadline and reserves the right to reject any application which is incomplete or where the applicant's proposed activity during the event will disrupt other exhibitors or the peaceful assembly of attendees or damage or injure persons or property, or interfere with the planned special events, or is rejected for failure to meet stated selection criteria.
3. The City reserves the right to establish and enforce written rules and regulations as to other criteria which City staff deems pertinent to carry out a special public event or exhibit, provided such rules, regulations and criteria are approved by the City Manager or his designee.
4. The City shall have the right to remove any exhibitor or exhibit or other participant from the event limits who does not comply with the aforementioned requirements or the terms set forth in the approved application.
5. If the City determines to remove an exhibitor or other participant from the event limits pursuant to its authority under paragraph 4 of this Resolution, notification will be made in person by a City staff member. If exhibitor or other participant disregards the staff member's request to leave the event, law enforcement will be contacted to remove the exhibitor or participant. It shall be unlawful for any person participating in a City event to fail to obey a law enforcement request to leave the event area. The area reserved for a City event will be clearly defined and available upon request at the time an exhibitor or participant is requested to leave the event.

ADOPTED by the City Council on the 1<sup>st</sup> day of August, 2005.

SIDNEY A. KATZ, MAYOR and President of the Council  
DAVID B. HUMPTON, CITY MANAGER

# City of Gaithersburg SummerFest

## 2017 FOOD VENDOR APPLICATION

**PLEASE SEND IN THIS PORTION (PGS. 4-5) WITH PAYMENT**

**APPLICATION DEADLINE: MAY 29, 2017**

*Submitting an application with payment does not guarantee acceptance*

Application must be complete and include all requested attachments and payment in order to be processed. Incomplete applications will not be considered.

### APPLICATION MUST INCLUDE:

- Full menu with prices
- Photo of booth or truck and site plan (layout)

### IF ACCEPTED, APPLICANTS MUST:

- Apply for a Montgomery County Health Permit  
<https://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html>
- Provide a Certificate of Insurance listing City of Gaithersburg as the certificate holder

### All Applicants

I certify that I have read and fully understand the *SummerFest* Food Vendor Fact Sheet and that the information contained in this application is true, and I will personally be responsible for ensuring that the space plan for the *SummerFest* will be carried out in conformance with this application.

I further understand that if I intend to sell goods at the Festival, **I will be required to charge 6% sales tax and, if necessary, I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office.** If selling food, I must apply and be approved for a temporary food service permit from the Montgomery County Department of Health and Human Services.

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (sent upon request), any amendments thereto, the Festival Rules and Regulations (Fact Sheet), this Agreement, and any other applicable law or resolution that is in effect as of the date of *SummerFest*.

By participating in this City of Gaithersburg Festival I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the Festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the Festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in *SummerFest* by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Accessibility Accommodations

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. All requests must be made by June 14, 2017. Your request for accommodations will in no way affect your acceptance status. Please indicate what accommodations are necessary:

\_\_\_\_\_  
\_\_\_\_\_

**I WOULD LIKE TO STAY LATE FOR THE SUMMERGLO PARTY:**

**YES** \_\_\_\_

**NO** \_\_\_\_

## PLEASE COMPLETE THIS PAGE

Business Name: \_\_\_\_\_ Contact Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail (required): \_\_\_\_\_

Day Phone (required): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Website/ Social Media URL: \_\_\_\_\_

**Resident fees apply to those businesses whose address is within the incorporated city limits of Gaithersburg.**

RESIDENT - \$125      NONRESIDENT - \$155      per each 20'x10' space desired

Credit card payments are strongly preferred, and will only be processed upon acceptance into the Festival.  
**If submitting application via e-mail, please do not fill in the credit card number. Instead, print and sign your name, e-mail the application, and call Jennie Cottrell at 240-805-1507 to provide credit card information.** Applicants who are not accepted will receive a full refund. Credit card payments will be processed upon acceptance into the Festival.

Make checks payable to **City of Gaithersburg**      # of spaces: \_\_\_\_\_ Fee: \_\_\_\_\_ Total Paid: \_\_\_\_\_

☐ CASH    ☐ CHECK # \_\_\_\_\_

☐ CREDIT: Circle one: VISA/MC/DISC/AMEX    # \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_

Signature (required for Credit Card): \_\_\_\_\_

Print Name (required for Credit Card): \_\_\_\_\_

**Type of Booth:**    ☐ Tent    ☐ Trailer    ☐ Truck

**Service Side:**    ☐ Driver's side    ☐ Passenger side

**Generator:**    ☐ Yes    ☐ No

**Length and width of complete set-up, including hitch:** \_\_\_\_\_ x \_\_\_\_\_

**SEND COMPLETED APPLICATION, PAYMENT AND ALL REQUIRED MATERIALS TO:**

Jennie Cottrell  
[jennie.cottrell@gaithersburgmd.gov](mailto:jennie.cottrell@gaithersburgmd.gov)

**or mail to:**  
SUMMERFEST Food Vendor  
506 S. Frederick Avenue  
Gaithersburg, MD 20877

### FOR OFFICE USE ONLY

**SUMMERFEST FOOD VENDOR – 47569**

- ☐ \$125 RESIDENT  
☐ \$155 NON-RESIDENT

Date Rec: \_\_\_\_\_  
Initials: \_\_\_\_\_  
Date Proc: \_\_\_\_\_  
Initials: \_\_\_\_\_  
# of Spaces: \_\_\_\_\_  
Conf. Sent: \_\_\_\_\_  
A/R Sent: \_\_\_\_\_